

MAG Videoconferencing System Proposers' Conference December 21, 1999

The meeting started at 10:00 a.m.

Rita Walton gave a presentation on the MAG Videoconferencing Project. She provided background about MAG noting that MAG is comprised of all local governments in Maricopa County and is involved in a wide variety of regional planning projects. She added that the videoconferencing project is a part of the MAG Telecommunications and Teleconferencing Program and that the main goal of the Request for Proposals (RFP) is to implement a successful videoconferencing system.

A review was provided on the Appendices as noted below

Appendix C: Specifications

- All relevant tables must be completed
- The second column should state whether this specification is included in the proposal?
- Third column comments need to be filled out in all cases where the specification is not included in the proposal. The proposer may also wish to include an explanation of how this specification will be accomplished even if the specification is included in the proposal.

Appendix D: Costs for the Regional Videoconferencing System

- All relevant tables must be completed
- Please ensure that all manufacturers' name and model numbers of equipment proposed are included in these tables.

Appendix E: Regional Videoconferencing System Cost Summary

- MAG wishes to reduce long-term operating costs. Thus, second and third year operating expenses are an important element of this appendix.

Appendix G: Overall Project Compliance

- A person with signatory power should sign this form. This form indicates overall project compliance. All exceptions to the sections of Request for Proposals must be noted here.

Appendix K: Disadvantage Business Enterprise (DBE)

- A DBE is company owned by a specified minority and/or woman. A DBE has a net worth of less than \$750,000, not including personal residences. MAG recognizes DBEs that are registered with City of Phoenix or the Arizona Department of Transportation (ADOT).
- We are bound to comply with Disadvantaged Business Enterprise Program as a condition for receiving the federal funds necessary to cover the cost of this project.
- This program requires maximum opportunity for DBEs to participate in contracts. But, it is not a program to force DBEs to be included in contracts where they do not add value.

- Both MAG and the proposers must make a good faith effort to provide an opportunity for DBEs to participate in the project. MAG distributed notices of the Regional Videoconferencing System RFP to many DBEs. The proposers should include in the proposal a statement of efforts to accomplish this goal.
- Contracts will contain a prompt payment provision. On all contracts, whether a DBE is involved or not, prime contractors must pay subcontractors within 14 days from the receipt of the payment to the prime contractor.
- If there is a reason not to pay the subcontractor, the MAG DBE Liaison must be notified in writing before the payment due date for an evaluation of cause.
- It may take 60 days or more for a company to become certified as a DBE by the City of Phoenix or by ADOT.

Appendix L: Bidder's Registration Form

- The purpose of this registration form is to collect information about proposers in order to comply with DBE requirements.
- A proposer may be included in more than one of the categories on the Bidder's Registration Form. These categories are: prime contractors, subcontractors, suppliers, providers of service and manufacturers. Please mark all categories that apply.
- The request for financial information is a federal requirement. It is used for evaluating the availability and capacity of DBEs versus non-DBEs by specialty.
- MAG may need to request additional data at a later date. This may include the year the company was founded and the number of employees.

A potential proposer expressed concern about the amount of time available to solicit and evaluate possible DBE subcontractors.

Responses to all questions received to date and questions from Proposal Conference attendees appear in the document entitled Videoconferencing Proposers' Conference Question and Answers.